

**AGENDA**

**FRANKLIN CITY COUNCIL**

**MONDAY, DECEMBER 12, 2016 – CITY HALL COUNCIL CHAMBERS – 207 W. SECOND AVE.**

**6:00 P.M.**

**Closed Session**

Call To Order . . . . . **MAYOR FRANK M. RABIL**

**Closed Session**

I move that the Franklin City Council meet in Closed Session to discuss and consider appointments to boards and commissions pursuant to Virginia Code Section 2.2 – 3711 (A) (1).

**Motion Upon Returning to Open Session-** I move that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

**Recess**

**7:00 P.M.**

**Regular Meeting**

Call To Order . . . . . **MAYOR FRANK M. RABIL**

PLEASE TURN OFF CELL PHONES . . . . . **MAYOR FRANK M. RABIL**

**PLEDGE OF ALLEGIANCE  
CITIZENS' TIME  
AMENDMENTS TO AGENDA**

1. **CONSENT AGENDA**
  - A. Minutes: November 28, 2016 Regular Meeting, December 5, 2016 Called Meeting, December 6, 2016 Called Meeting & December 7, 2016 Called Meeting
  - B. Department Reports: November, 2016 (Separate File)
2. **FINANCE**
  - A. FY 2016 – 2017 City Budget Amendment # 2017 – 06
3. **OLD/NEW BUSINESS**
  - A. School Board Appointments
  - B. City Manager’s Report
4. **Closed Session**

I move that the Franklin City Council meet in Closed Session to discuss and consider appointments to boards and commissions pursuant to Virginia Code Section 2.2 – 3711 (A) (1).

**Motion Upon Returning to Open Session-** I move that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened.

5. **ADJOURNMENT**

**UPCOMING ITEMS TO BE SCHEDULED**

The items below are intended to be reflective, and not inclusive of all subjects staff is working on to bring forward to City Council in the next two months. Both the time lines and subject matter are subject to change and should not be considered final.

**SUBJECT****TENTATIVE TIME LINE****Commercial Rehabilitation Loan Program****TBA**

**CONSENT AGENDA**

- A. Minutes: November 28, 2016 Regular Meeting, December 5, 2016 Called Meeting, December 6, 2016 Called Meeting & December 7, 2016 Called Meeting**
- B. Departmental Reports: November, 2016 (Separate File)**

The Franklin City Council held its regular meeting on Monday, November 28, 2016 at 7:00 p.m. in the Council Chambers at City Hall.

**Council Members in Attendance:** Mayor Frank Rabil, Barry Cheatham, Vice-Mayor; Linwood Johnson, Bill Scarboro, Mary Hilliard, Greg McLemore, Benny Burgess.

**Staff in Attendance:** Randy Martin, City Manager; Taylor Williams, City Attorney; Mark Bly, Director of Power and Light; Russ Pace, Director of Public Works; Chief Vince Holt, Director of Emergency Services; Melissa Rollins, Finance Director; Dinah Babb, Treasurer; and Chief Phil Hardison, Police Department.

**Others in Attendance:** Officer Brian Snow, Franklin Police Department; Dan Howe, Executive Director, Downtown Franklin Association, Inc.; Kelvin Edwards, Franklin City Schools Interim Superintendent & Director of Teaching, Learning and Accountability; Travis Felts, Franklin City Public Schools and Teresa Rose-McQuay; Administrative Assistant and Acting Secretary, Recording Minutes.

Mayor Rabil recognized the leaders and scouts of Boy Scouts of America Troop # 17 and welcomed them to the meeting. Mayor Rabil asked them to lead those in attendance in the Pledge of Allegiance.

#### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited by everyone in attendance.

#### **CITIZENS' TIME**

No one signed up to speak at Citizens' Time.

#### **AMENDMENTS TO AGENDA**

There were no amendments to the agenda.

#### **Consent Agenda**

#### **Minutes: November 1, 2016 Called Meeting**

Mayor Rabil asked if there were any corrections to the minutes of the November 1, 2016 Called meeting. Hearing none, he asked for a motion.

Vice-Mayor Cheatham made the motion to approve the minutes of the November 1, 2016 Called meeting as presented and Councilwoman Hilliard seconded it.

The motion was approved with the vote as follows:

Councilman Johnson, AYE; Councilman Scarboro, AYE; Councilwoman Hilliard, AYE; Vice-Mayor Cheatham, AYE; Councilman Burgess, AYE; Councilman McLemore, ABSTAIN; and Mayor Rabil, AYE.

**Minutes: November 9, 2016 Called Meeting**

Mayor Rabil asked if there were any corrections to the minutes of the November 9, 2016 Called meeting. Hearing none, he asked for a motion. Councilwoman Hilliard made the motion to approve the November 9, 2016 Called meeting minutes as presented and Vice-Mayor Cheatham seconded it.

The motion was approved by a 7 – 0 vote.

**Minutes: November 14, 2016 Regular Meeting**

Mayor Rabil asked if there were any corrections to the minutes of the November 14, 2016 Regular meeting. Hearing none, he asked for a motion. Vice-Mayor Cheatham made the motion to approve the November 14, 2016 Regular meeting minutes as presented and Vice-Mayor Cheatham seconded it.

The motion was approved by a 7 – 0 vote.

**Departmental Reports: October, 2016**

There were no questions or comments concerning the departmental reports.

**Public Hearing: Franklin City School Board Nominations**

Mayor Rabil recognized Attorney Williams to present the guidelines concerning the public hearing. Attorney Williams listed the qualifications for consideration to be a representative to the school board. They are as follows:

1. A person must be nominated at the public hearing on November 28. A person can be nominated by anyone, including a person nominating himself or herself.
2. No person can be considered to serve on school board if he/she is not nominated in the public hearing on November 28<sup>th</sup>.
3. A person can be nominated to represent the ward in which he or she is a resident and be nominated to represent the at large position so the nominee can be considered to serve one or the other positions. The nomination should be clearly made so it is understood to be for a ward or for the at large position or to consider the nominee for either a ward or the at large position.
4. Those former representatives of the school board who recently resigned can be nominated to serve on school board.
5. A person being nominated to represent a ward must be a bona fide resident of that ward. A person being nominated to be the at large representative must be a bona fide resident of the city.
6. To serve on the school board a person must be qualified to vote and be a registered voter.
7. No city officer, nor the deputy clerk of any such officer, can be appointed to serve on the school board.
8. No member of city council can be appointed to the school board.
9. No employee of the school board can be appointed to the school board.
10. No father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law of a member of the governing body may, during his term of such county, city or town be appointed to the school board.
11. These appointments to serve on Franklin City School Board are to fill a vacancy and as such the appointment is not for a regular 3-year term. The appointments will be to fill the

unexpired term of the representative of the vacant ward. The appointment for Wards 1 and 3 will expire on June 30, 2017. The appointment for Wards 2 and 5 will expire June 30, 2018. The appointment for Wards 4, 6 and the at large position will expire June 30, 2019. The appointment process occurs in May of every year for the terms that expire on June 30 of that year. Persons appointed to fill the vacancies on school board now can be reappointed for the regular 3 year term if the person is nominated again in a public hearing and is approved by City Council. The new 3 year regular term will begin on July 1 of the year of appointment.

12. No person nominated to serve on school board and appointed by the City Council can begin to serve until he or she first goes to the Circuit Court Clerk's Office in Courtland to be sworn in to office by the clerk of court. The next regularly scheduled school board meeting is currently set for December 15, 2016.

After reviewing the qualifications, Attorney Williams read aloud the notice of Public Hearing that was published in the Tidewater News. Mayor Rabil then asked if any of the Council members had questions. No Council member offered any questions.

#### **The Public Hearing was opened at 7:10 p.m.**

Ms. Anne Williams of 105 Wynnwood Drive nominated Mr. Will Council for the Ward 1 and/or At Large seat. Ms. Williams commented Mr. Council previously was on the school board and over his tenure questioned the status of our schools. Mr. Council's only desire is the betterment of the children in Franklin. Mr. Council truly wants to make the Franklin City Schools into the Blue Ribbon Schools they once were. Ms. Williams submitted to Attorney Williams the resume for Mr. Council.

Mr. Norwood Boyd of 407 Meadow Lane nominated Mr. Ron Rusnak for the Ward 6 and/or At Large seat. Mr. Boyd noted that Mr. Rusnak has a proven track record of identifying opportunities and problem solving while maintaining a balance between employee needs and business considerations. Mr. Boyd handed Attorney Williams the resume for Mr. Rusnak.

Ms. Lauren Harper of 121 Gillette Court nominated Ms. Rebecca Jester for the Ward 1 and/or the At Large seat. Ms. Harper highlighted Ms. Jester's educational and employment background. Ms. Jester is a CPA with her academic concentration in Finance; Ms. Harper feels that Ms. Jester would be an invaluable asset to the school board. Ms. Harper handed Attorney Williams the resume for Ms. Jester.

Ms. Pam Lease of 1313 Clay Street nominated Ms. Amy Phillips for the Ward 2 and/or At Large seat. Regarding the current status of the schools, one of the biggest issues facing the schools is the lack of parental involvement. Ms. Phillips graduated from Franklin High School and currently has children of her own in the schools. With her experiences in finance and her dedication to volunteering in the schools; she has a solid background that will be a good fit for the school board. Ms. Lease handed Attorney Williams Ms. Phillips resume.

Mr. Daniel Johnson of 205 Cypress Avenue nominated his wife, Ms. Carrie Johnson for the Ward 2 and/or At Large seat. Based on her background in education, her goal is to be a part of revitalizing our educational system and community.

Ms. Dawna Walton of 129 Crescent Drive nominated Mr. Robert Holt for the Ward 6 and/or At Large seat. Ms. Walton stated that based on his past experience as a school board member and his education in finance and human resources, Mr. Holt is a proven asset to the school board. Ms. Walton handed Attorney Williams her nomination letter for Mr. Holt.

Ms. Bobbi Sherman of 121 Wynnwood Drive also nominated Mr. Robert Holt for the Ward 6 and/or At Large seat. Ms. Sherman shared Mr. Holt's desire to see the Franklin City Schools return to the status of a Blue Ribbon school where it was back in the 1990's.

Ms. Andrea Hall-Leonard of 214 Thomas Street nominated herself for the Ward 3 and/or At Large seat. Ms. Hall-Leonard gave an overview of her educational background, including her service on the School Board, and her work experiences. Ms. Hall-Leonard handed her resume to Attorney Williams.

Ms. Blanche Hicks of 407 Hogart Street nominated herself for the Ward 3 seat. Ms. Hicks read aloud a letter she wrote to the City Council. Ms. Hicks stated her educational background and her love for children. Ms. Hicks handed Attorney Williams a copy of the letter that was read.

Ms. Jeanette Austin of 1504 Virginia Street nominated herself for the Ward 5 and/or At Large seat. Ms. Austin gave an overview of her employment and educational background. Ms. Austin stated that with her experience in Customer Service, she felt that she would be a good fit for the school board. She also noted her service on the school board. Ms. Austin handed her resume to Attorney Williams.

Ms. Faith Atkinson of 908 Clay Street nominated Mr. Robert Holt for the Ward 6 and/or At Large seat. Ms. Atkinson was a teacher here in the City of Franklin for over 40 years. She praised Mr. Holt's experience on previous school boards and noted how Franklin was honored as a Blue Ribbon school back in the 90's. Mr. Holt has been an asset to the schools over the years and his experience is what is needed now.

Mr. Rueben Leonard of 214 Thomas Street nominated his mother, Ms. Andrea Hall-Leonard for the Ward 3 and/or At Large seat. Mr. Leonard noted that he felt his mother would be a good candidate for the school board.

Mr. Bobby Tyler of 112 Queens Lane nominated Ms. Susan Carawan for the Ward 2 and/or At Large seat. Mr. Tyler stated that we need a new set of leaders, with new ideas and a new perspective. Ms. Carawan is that person. Ms. Carawan is a retired teacher from the Franklin City Schools. Mr. Tyler stated that he would email his letter of recommendation to City Council, City Manager and the City Attorney.

**The public hearing was closed at 8:41 p.m.**

Mayor Rabil thanked everyone for coming out and showing interest in the public schools and for participating in the public hearing. He also thanked those individuals nominated for their willingness to serve in this capacity.

Manager Martin asked for the desire of Council in regards to setting up interviews for the nominees that were presented. It was the consensus of Council to set interviews for Monday, December 5<sup>th</sup>; Tuesday, December 6<sup>th</sup>; and Wednesday, December 7, 2016 beginning at 6:00 p.m. in the Council chambers.

## **FINANCE**

### **FY 2016 – 2017 CITY BUDGET AMENDMENTS # 2017 – 04 & # 2017 – 05**

Mayor Rabil recognized Finance Director Rollins to present the FY 2016 – 2017 City Budget Amendments # 2017 – 04 & # 2017 – 05.

Director Rollins reported that the City had been awarded a matching grant for the Rawls Arts Museum in Courtland, VA in the amount of \$5,000 from the Virginia Commission for the Arts. The matching funds of \$5,000 were budgeted in the FY 16 – 17 Budget.

The Madison Street Neighborhood Revitalization CDBG Project is ongoing and the DHCD requirements require appropriation of all unspent grant funds to the current budget. The amount remaining unspent is \$524,648.

Councilman Burgess made the motion to authorize the acceptance of the grant award to the FY 16 – 17 budget for appropriation for expenditure and authorize the carry forward of unspent budgeted funds for the Madison Street Neighborhood Revitalization CDBG Grant (MY-1) as approved by Franklin City Council and in accordance to DHCD financial guidelines by adopting budget ordinance amendments # 2017 – 04 and # 2017 - 05. Vice-Mayor Cheatham seconded the motion.

Mayor Rabil asked if there were any questions or discussion, hearing none Council voted.

The motion was approved by a 7 – 0 vote.

#### **FY 2015 – 2016 School Division Budget Amendment # 2016 – 22**

Director Rollins continued by presenting the FY 2015 – 2016 School Division Budget Amendment #2016 – 22. Director Rollins stated that this budget amendment is a request to appropriate \$494,643 in school division carryover funding from FY 14 – 15 to the FY 15 – 16 Franklin City Public Schools budget to cover operational expenses. Based on the preliminary audit results, it is recommended that the funds be appropriated to the FY 2015 – 2016 School Fund budget to assist with the shortfall of expenditures over revenue.

The following breakdown provides the details of the appropriation for FY 2015 – 2016 School Division Budget Amendment #2016 – 22:

		REVENUE	BUDGET FY 15 – 16	AMENDED BUDGET	INCREASE/ DECREASE
<b>FUND 250 – SCHOOL FUND SUPPLEMENTAL APPROPRIATION</b>					
<b>REVENUE</b>					
41050	100	Transfer from General Fund	\$4,987,395	\$5,482,038	\$494,643
					<b>\$494,643</b>
<b>EXPENSE</b>					
60000	11	Technology	\$1,107,867	\$1,327,849	\$219,982
6000	3	Pupil Transportation	\$523,796	\$555,317	\$31,521
6000	1	Instruction	\$11,724,356	\$11,967,496	\$243,140
<b>Fund # 100 – General Fund</b>					<b>\$494,643</b>
<b>REVENUE</b>					
41050	4	Prior Year Budget Carryover	-	\$494,643	<b>\$494,643</b>
<b>EXPENSE</b>					
93100	9260	Transfer to School - Reappropriation		\$494,643	<b>(\$494,643)</b>

City Manager Martin then commented on the implications of the recommendation for the budget amendment and updated Council on the financial status of the prior fiscal year and the School Division's expenditures exceeding available revenues. The City Manager advised that this appropriation will cover



the deficit amount (expenditures in excess of available revenue appropriation) of \$481,444.14 reported by the School Division as of 9/30/16, but it will not be sufficient to cover the full amount of the total deficit as it currently stands. The City's auditors have not finalized their effort, but they have provided documentation (paid in 16 – 17) of two significant accrual items that will be charged back to the prior fiscal year which collectively increases the amount of expenditures that exceeded available revenues by an additional \$251,913.17. Fortunately, the City Manager does not expect any other significant changes as the auditors complete their effort.

This update increases the cumulative budget deficit amount as of 11/23/16 to \$733,357.31. If Council approves the recommended additional appropriation of \$494,643.00, the remaining over-expenditure of the School Division operating budget amount for the prior fiscal year will be \$238,714.31. The City Manager reported that he had met on three occasions with the interim Superintendent, Kelvin Edwards to discuss audit progress and this information. He was most cooperative and provided background on the expenditures that constituted this increase. The actual expenditure items are well documented and are not in question. I am also pleased to report that no evidence of fraud or any other concerns of that nature have been reported. Concerning the additional deficit amount, Mr. Edwards has provided information which indicates the state actually provides funding for a significant portion of the accrual items. To this end, the School Division anticipates receiving approximately \$112,400 in grant funding for technology in FY 2016 – 2017 which will cover a portion of the \$238,714.31 remaining deficit. This will still leave a cash deficit of approximately \$126,314.31 in the School Division account. At this time, the City Manager does not recommend the City provide any additional funding to cover any of the deficit in excess of the available carryover amount of \$494,643.00. Alternatively, it is recommended that the School Division adjust their FY 2016 – 2017 budget to absorb this and any other deficit amount based upon the final audit.

It has been emphasized to Mr. Edwards the absolute essential need that current year reconciliations be completed and that the school budget be evaluated to make adjustments to account for this and any other shortfalls and deficiencies identified in the audit as the School Division has already completed 5 months of this fiscal year. It was the City Manager's observation; the Interim Superintendent is already taking aggressive actions to this end.

Mayor Rabil asked for comments or discussion on FY 2015 – 2016 School Division Budget Amendment #2016 – 22.

Members of Council asked a number of questions to the interim Superintendent, who was in attendance and the City Manager regarding the updated information including the accruals identified by the auditor. Interim Superintendent Edwards offered responses to the accrual expenditure questions, and members of Council thanked him for his input.

After the lengthy discussion, Mayor Rabil asked for any desired Council action. Councilman Burgess made the motion to authorize the carryover of unspent funds from FY 14 – 15 (per audit) to the FY 15 – 16 budget in the amount of \$494,643 and appropriate said funds for expenditure in FY 15 – 16 by adopting School Division Budget Amendment # 2016 - 22. Councilman Johnson seconded the motion.

The motion was approved with the vote as follows:

Councilman Johnson, AYE; Councilman Scarboro, AYE; Councilwoman Hilliard, AYE; Vice-Mayor Cheatham, AYE; Councilman Burgess, AYE; Councilman McLemore, NAY; and Mayor Rabil, AYE.

## **Financial Report: October, 2016**

### **General Fund**

Director Rollins presented the October, 2016 Financial Report. Director Rollins reviewed the basis of reporting. She commented that the October, 2016 financial report reflects four months of revenue & expenditures in most cases with estimates where noted.

### **Revenue Highlights**

Overall General Property Taxes collected in the amount of \$631,000 reflects a decrease from the FY 16 collections of \$755,000.

- **Real Estate taxes** - \$130,000 less than the prior year resulting from large delinquent accounts that were collected in the 1<sup>st</sup> quarter of the prior year.
- **Current RE taxes** are on target with prior year period.
- **Personal Property taxes** at \$209,000 is 10% higher than the prior year period.
- **Penalty and Interest revenue** is also down from the prior year period due to previous year delinquent collections.

Local Tax Revenue realized is 32.9% of Budget.

- Local Sales & Use taxes collected are \$573,096
- Cigarette Taxes collected are \$89,457
- Meals Taxes collected are \$504,804
- Lodging Taxes collected are \$49,645

### **Revenue Summary**

Overall, total current general fund revenue reported at \$4.18 million (18.4% of budget) is a net of \$843,000 less when compared to the \$5.02 mil (22.2% of budget) realized at 10/31/16.

### **General Fund Expenditure Highlights**

General Fund expenditures overall are consistent with prior year period with \$6.42 million or 28.2% of the budget spent at 10/31/16 compared to \$6.396 million also 28% of the budget spent at 10/31/15. There are no major changes from the September 2016 report.

### **Enterprise Funds**

#### **Airport Fund**

Revenue from fuel sales and airport rental fees are on target with budgeted projections with 34% of budget realized.

- Grant project is complete with 90% of the revenue reimbursed by the state.

### **Water & Sewer Fund**

#### **Revenue Analysis**

- Revenue from the sale of water and sewer service charges of \$1.09 million at October 31 is tracking 33% of budget.

#### **Expenditure Analysis**

- Expenditures in the Fund are \$821,579, \$95,000 or 10% less than the prior year; water rehabilitation improvements were made in the prior fiscal year accounting for the variation between years.

#### **Cash Balance**

- The cash balance in the Fund at the end of the month is \$1.70 million, a 13% decrease from the \$1.96 million reported last October.

### **Solid Waste Fund**

#### **Revenue Analysis**

- Revenue for the Solid Waste Fund is on target with budgeted projections at \$435,054 or 33% and is comparable to the prior year period.

#### **Expenditure Analysis**

- Total expenditures as shown at \$372,150 are slightly higher than the prior period expenses and represents 24% of the total budget.

#### **Cash Balance**

- The cash balance in the Fund at the end of the month is \$416,000.

### **Electric Fund**

#### **Revenue Analysis**

- **Revenue** from energy sales at \$4.80 million is on target at 33% of budget.
- **Expenditures** associated with the sale of energy (excluding the fuel adjustment) are currently on target at \$3.16 million with 30% of the total budget expended at October 31.

Councilman McLemore asked if the City is going to be over budget.

Director Rollins stated that the city does not project any over expenditure at this time.

Mayor Rabil asked if there were any other questions or comments.

Councilman Burgess observed that we need to be closely monitoring city tax based upon the current report.

## **OLD/NEW BUSINESS**

### **City Manager's Report**

#### **HRTPO Expansion VDOT Approval**

Manager Martin informed Council that the request for expansion of the region's metropolitan planning area boundary and a redesignation of the HRTPO has been approved. Consistent with the 23 CFR 450 regulations, the subject area's transportation plans, programs and projects will require cooperative transportation planning approvals of the HRTPO as well as the Commonwealth. This approval by VDOT gives the City of Franklin and Southampton County voting rights in the HRTPO on transportation items.

Manager Martin also reported on the City/County Shared Services. The Committee is exploring a joint Human Resources option between the localities based on the desire of the boards. The city and the county would share the costs of hiring one Human Resource Director for both localities. The director would split their time between the two localities and have fulltime administrative support in each office. The County is considering this at their meeting tonight. Without Council objection, Management will proceed with pursuit of this plan. There were no stated objections of Council with the consensus to proceed.

Manager Martin advised Council that the city is applying for FEMA funding for a backup generator for the Franklin High School which is our emergency shelter. These funds typically become available at the end of the hurricane season. This would provide a backup power supply that we currently do not have.

Manager Martin reminded Council of the Christmas parade on Friday, December 2, 2016 and encouraged their participation. He also invited Council to the employee luncheon at the workforce center on December 16, 2016.

## **COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS**

Councilman Johnson reported that he accompanied the Franklin High School band during their participation in the Grand Illumination Parade in the City of Norfolk. He commended the members of the band for being good ambassadors for the City of Franklin and thanked them for inviting him.

Vice-Mayor Cheatham reported on meetings of the HRPDC and HRTPO. He reported that they are applying for emergency planning funds which came about after 9-11 for planning response to future emergencies. The HRTPO is talking about some road expansion projects in the region that will impact our area.

### **Closed Session**

Councilman Burgess made the motion that the Franklin City Council meet in Closed Session to consult with the City Attorney pertaining to actual litigation, where such consultation or briefing in open session would adversely affect the litigating posture of the public body pursuant to Virginia Code Section 2.2 – 3711 (A) (7). Vice-Mayor Cheatham seconded the motion.

The motion was approved by a 7 – 0 vote.

**The Council entered into closed session at 8:51 p.m.**

Mayor Rabil reconvened the open session at 9:16 p.m. and asked for a motion certifying the closed session.

Vice-Mayor Cheatham made a motion certifying that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. The motion was seconded by Councilman Burgess.

The motion was approved by a 7 – 0 vote.

**Adjournment**

Councilman Burgess made a motion to adjourn the meeting which was seconded by Councilwoman Hilliard.

The motion was approved by a 7 – 0 vote.

**Mayor Rabil declared the meeting adjourned at 9:17 p.m.**

**These Minutes for the November 28, 2016 City Council Meeting were adopted on the 12<sup>th</sup> day of December, 2016.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk to City Council

**Council Members in Attendance:** Frank Rabil, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Linwood Johnson, Mary Hilliard and Bill Scarboro (Greg McLemore absent).

The Franklin City Council held a called meeting on Monday, December 5, 2016 at 6:00 p.m. in the Council Chambers at City Hall to interview nominees for appointment to the Franklin City School Board to fill vacancies in the Ward 1, 2, 3, 5, 6 and At Large seats. The nominations were received at a public hearing held on November 28, 2016 and were as follows:

WARD #	NAME
1	Will Council
6	Ron Rusnak
2	Susan Carawan
2	Amy Phillips
3	Blanche Hicks
3	Andrea Hall-Leonard
6	Robert Holt
2	Carrie Johnson
1	Becky Jester
5	Jeanette Austin

The Council will conduct individual interviews in closed session at this meeting and continue on Tuesday, December 6, 2016 and Wednesday, December 7, 2016.

Mayor Rabil called the meeting to order and asked for a motion.

### **CLOSED SESSION**

Vice-Mayor Cheatham moved that the Franklin City Council meet in closed session to consider, discuss and interview previously nominated candidates for appointment to upcoming vacancies for Ward 1, 2, 3, 5, 6 and the At Large seats on the Franklin City School Board pursuant to Virginia Code 2.2 – 3711 (A)(1). Councilman Burgess seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

### **The City Council entered Closed Session at 6:01 P.M.**

Mayor Rabil reconvened the open session at 8:40 p.m. Vice-Mayor Cheatham made a motion that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. Councilman Johnson seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

### **RECESS**

Mayor Rabil the declared the called meeting recessed until 6 p.m., Tuesday, December 06, 2016 in the Council Chambers conference room.

**The meeting was recessed at 8:41 p.m.**

**These Minutes for December 5, 2016 Council Meeting were adopted on the 12<sup>th</sup> day of December, 2016.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk to City Council**

**Council Members in Attendance:** Frank Rabil, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Linwood Johnson, Mary Hilliard and Bill Scarboro (Greg McLemore absent).

The Franklin City Council held a called meeting on Tuesday, December 6, 2016 at 6:00 p.m. in the Council Chambers at City Hall to interview nominees for appointment to the Franklin City School Board to fill vacancies in the Ward 1, 2, 3, 5, 6 and At Large seats. The nominations were received at a public hearing held on November 28, 2016 and were as follows:

WARD #	NAME
1	Will Council
6	Ron Rusnak
2	Susan Carawan
2	Amy Phillips
3	Blanche Hicks
3	Andrea Hall-Leonard
6	Robert Holt
2	Carrie Johnson
1	Becky Jester
5	Jeanette Austin

The Council will continue to conduct individual interviews in closed session Wednesday, December 7, 2016.

Mayor Rabil reconvened the recessed meeting from December 5, 2016 and asked for a motion.

### **CLOSED SESSION**

Councilman Burgess moved that the Franklin City Council meet in closed session to consider, discuss and interview previously nominated candidates for appointment to upcoming vacancies for Ward 1, 2, 3, 5, 6 and the At Large seats on the Franklin City School Board pursuant to Virginia Code 2.2 – 3711 (A)(1). Vice-Mayor Cheatham seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

### **The City Council entered Closed Session at 6:01 P.M.**

Mayor Rabil reconvened the open session at 8:11 p.m. Vice-Mayor Cheatham made a motion that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. Councilwoman Hilliard seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

### **RECESS**

Mayor Rabil then declared the called meeting recessed until 6 p.m., Wednesday, December 07, 2016 in the Council Chambers conference room.



**The meeting was recessed at 8:12 p.m.**

**These Minutes for December 7, 2016 Council Meeting were adopted on the 12<sup>th</sup> day of December, 2016.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Clerk to City Council**

**Council Members in Attendance:** Frank Rabil, Mayor; Barry Cheatham, Vice-Mayor; Benny Burgess, Linwood Johnson, Mary Hilliard and Bill Scarboro (Greg McLemore absent).

The Franklin City Council held a called meeting on Wednesday, December 7, 2016 at 6:00 p.m. in the Council Chambers at City Hall to interview nominees for appointment to the Franklin City School Board to fill vacancies in the Ward 1, 2, 3, 5, 6 and At Large seats. The nominations were received at a public hearing held on November 28, 2016 and were as follows:

WARD #	NAME
1	Will Council
6	Ron Rusnak
2	Susan Carawan
2	Amy Phillips
3	Blanche Hicks
3	Andrea Hall-Leonard
6	Robert Holt
2	Carrie Johnson
1	Becky Jester
5	Jeanette Austin

Mayor Rabil reconvened the recessed meeting from December 6, 2016 and asked for a motion.

### **CLOSED SESSION**

Vice-Mayor Cheatham moved that the Franklin City Council meet in closed session to consider, discuss and interview previously nominated candidates for appointment to upcoming vacancies for Ward 1, 2, 3, 5, 6 and the At Large seats on the Franklin City School Board pursuant to Virginia Code 2.2 – 3711 (A)(1). Councilman Scarboro seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

### **The City Council entered Closed Session at 6:01 P.M.**

Mayor Rabil reconvened the open session at 9:02 p.m. Vice-Mayor Cheatham made a motion that the only matters discussed during the closed session were those lawfully exempted from open meeting requirements and identified in the motion by which the closed session was convened. Councilman Scarboro seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Mayor Rabil announced that Council would continue the discussion on the school board appointments at a closed session meeting on Monday, December 12, 2016 at 6:00 p.m. prior to the regularly scheduled meeting.

**Adjournment**

Councilman Burgess made a motion to adjourn. Councilman Johnson seconded the motion.

The motion was approved by a 6 – 0 vote (Councilman McLemore absent).

Mayor Rabil then declared the called meeting adjourned until 6 p.m., Monday, December 12, 2016 in the Council Chambers conference room.

**The meeting was adjourned at 9:03 p.m.**

**These Minutes for December 7, 2016 Council Meeting were adopted on the 12<sup>th</sup> day of December, 2016.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk to City Council

**FINANCE**

**A. FY 2016 – 2017 City Budget Amendment # 2017 – 06**



December 7, 2016

TO: Randy Martin, City Manager

FROM: Melissa D. Rollins, Director of Finance *Melissa D. Rollins*

RE: **Budget Amendment #2017-06**

**Electric Fund**

The City of Franklin Electric Department has been unable to fill vacancies with qualified personnel and is currently using contractual services for its electrical services operations services operations in lieu of full staffing. The FY 2016-2017 budget contained provisions for full time staff as opposed to contractual services.

The request is to transfer funds from full time wages (\$300,000) and benefits (\$40,000) in the amount of \$340,000 to cover the contractual services arrangements of River City Construction.

Full Time Wages (Current Budget)	\$ 876,915.00
Expended to Date (Dec-2nd)	\$ (236,842.00)
Balance	\$ 640,073.00
Estimated Expenditure for Dec-June 30th	\$ (335,625.00)
Total Expenditures	\$ (572,467.00)
Estimated Balance @ June 30, 2016	\$ 304,448.00

Contractual Services (Current Budget)	\$ 70,000.00
Expended to Date (Dec-5th)	\$ (138,857.00)
Estimated Expenditure for Dec-June 30th	\$ (270,400.00)
Total Estimated Expenditure	\$ (409,257.00)
Revised Budget	\$ 410,000.00

*FY 15-16 Cost to River City Construction was \$383,185.*

**Required Action by Council: Approved Budget Amendment #2017-06 to cover the cost of contractual services that will exceed the current budget.**

## BUDGET AMENDMENT 2017-06

- 1) BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2016-2017 City Budget is hereby amended to authorize the transfer of various line items of the FY 16-17 budget to cover expenditures exceeding \$20,000 and expenditures that will exceed total budget.

	2016-2017	2016-2017	INCREASE
<b>505 ELECTRIC FUND</b>	<b><u>BUDGET</u></b>	<b><u>REVISED</u></b>	<b><u>(DECREASE)</u></b>
<b>EXPENSES</b>			
505-20010-1001 Full Time Salaries	876,915	576,915	(300,000)
505-20010-2100 FICA	67,404	47,404	(20,000)
505-20010-2210 Retirement	84,748	64,748	(20,000)
505-20010-3190 Contractual Services	70,000	410,000	340,000
Net Change			-0-

To authorize the transfer of line items that will exceed \$20,000 of the total budget per policy.

*Certified copy of resolution adopted by  
Franklin City Council.*

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*Clerk to the City Council*

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**OLD/NEW BUSINESS**

**A. School Board Appointments**

**B. City Manager's Report**

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**COUNCIL/STAFF REPORTS ON BOARDS & COMMISSIONS**